



PERSONNEL ADMINISTRATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	PERSONNEL ADMINISTRATION, DEPARTMENT OF	RELEASE DATE:	Tuesday, July 17, 2007
POSITION TITLE:	Administrator, Savings Plus Program	FINAL FILING DATE:	Tuesday, August 14, 2007
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 5,970.00 - \$10,174.00 / Month	BULLETIN ID:	07032007_2

POSITION DESCRIPTION

Under the broad general direction of the Directorate, this position, functions as a member of the Executive Staff at the second organizational level, consults with the Directorate on the development and implementation of policies, regulations and programs that will ensure effective management and accountability practices, and ensures the full and faithful execution of all fiduciary, moral and ethical responsibilities associated with the management and administration of the Savings Plus Program (SPP).

Specific responsibilities include but are not limited to administering the State's employee benefit program, SPP, and consulting, advising and assisting the Directorate in the development and implementation of policies related to the program. The SPP is a self-funded, voluntary program which offers eligible participants the opportunity to invest pre-taxed income in a 457 Deferred Compensation Plan and/or 401(k) Thrift Plan authorized under the Internal Revenue Code. The SPP also administers the States' federally mandated Part-Time, Seasonal and Temporary (PST) Retirement Plan and the State's Alternate Retirement Program.

Acting as the steward of all policies and practices that will ensure the efficient and prudent management of the funds for over 147,000 participants who have invested assets in excess of \$7 billion.

REPORTING RELATIONSHIPS: Reports directly to the Directorate; directly supervises a mix of 30 persons, approximately, including administrative, professional, technical and clerical staff.

NOTE: SALARY WILL BE COMMENSURATE WITH THE CANDIDATE'S QUALIFICATIONS FOR THE POSITION.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Knowledge of DPA and its responsibilities; comprehension of the State budget process; collective bargaining theories and practices; legislative process; and business, leadership and management theories; practices and experience including areas of equal employment opportunity; State civil service laws and rules related to deferred compensation or benefit administration; principles and practices of policy formulation and development and the laws and rules and regulations that govern departmental activities; personnel management practices and techniques; including principles of organization and management; effective leadership for organizing and motivating groups; methods of administrative problem solving and program evaluation; principles and practices of policy formulation and development; budgeting and finance principles; and a manager's role in meeting equal employment opportunities; methods and techniques for providing and maintaining high quality outreach efforts, including customer education and service.

Skill and ability to develop well-informed policies and procedures and evaluate program effectiveness; supervise the work of others through subordinates; identify and establish performance objectives and develop effective performance measurements; achieve defined objectives in a timely and cost effective manner; coordinate and integrate the work of multiple organizational segments, working groups and different projects; lead and motivate staff in achieving stated program goals and objectives; analyze administrative, organizational and operational problems, procedures and practices, and develop creative, timely and economical solutions; establish and maintain effective working relationships with staff at all levels in the Department; communicate verbally and in writing, complex and technical information in a clear and concise manner and negotiate with management and employee union representatives to reach agreements.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Administrator, Savings Plus Program**, with the **PERSONNEL ADMINISTRATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's

education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

PERSONNEL ADMINISTRATION, DEPARTMENT OF, Administrative Services Division
1515 S St., North Building, Suite 400, Sacramento, CA 95811-7258
Rita Miranda | (916) 324-3227 | ritamiranda@dpa.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PERSONNEL ADMINISTRATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>